

# APPLICATION FOR EMPLOYMENT

**St. Luke's Lutheran Church, 515 South 312<sup>th</sup> Street, Federal Way, WA 98003**

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender, sexual orientation, national origin, marital or veteran status, sensory, physical or mental disability or any other legally protected status.

**Incomplete Employment Applications will not be considered. This application is null and void 30 days after receipt.  
Only original employment applications will be considered.**

## PERSONAL INFORMATION

Today's Date \_\_\_\_\_

Name: \_\_\_\_\_  
Last
First
Middle

Address: \_\_\_\_\_  
Street
City
State
Zip

Phone No.: \_\_\_\_\_

Referred By: \_\_\_\_\_ Are you 18 years of age or older?  Yes  No

## EMPLOYMENT DESIRED

Position: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_ Wage/Salary Desired: \_\_\_\_\_

Are you currently employed now?  Yes  No If so, may we contact your present employer?  Yes  No  
 If you are currently employed, when will that employment end? \_\_\_\_\_

Have you applied to or been employed by this company before?  Yes  No When? \_\_\_\_\_

If you have any impairment or handicap which may affect your ability to complete this form or participate in any other aspect of the application process, you may request and complete a "Handicap Self-Identification" form. Part of your consideration for employment with St Luke's may include a pre-employment skills test. Additionally, an offer of employment may be conditioned upon obtaining a medical clearance to perform essential job functions. If you believe you have impairment or handicap that would require a reasonable accommodation, your completion of the "Handicap Self-Identification" form would be helpful. You are not required to complete such a form, and your voluntary disclosure of such information will be kept strictly confidential, subject to provisions of law which may require such disclosure. Your decision to disclose such information will be respected, and no action of any nature will be taken against you on account of such disclosure.

Have you been convicted of a crime involving dishonesty, breach of trust, use or possession of illegal substance or, violence against a person within the last 7 years?  Yes  No If Yes, Please Explain \_\_\_\_\_

(Convictions will not necessarily disqualify you from employment. Only a conviction reasonably related to the duties of the job for which you are applying will be considered. We will take into account factors such as age at the time of offense, seriousness and nature of the violation and rehabilitation)

## EDUCATION

	Name and Location of School	Years Completed	Did you Graduate?	Subjects Studied and Degree(s) Received
High School	_____		Yes	
	_____		No	
College	_____		Yes	
	_____		No	
Trade, Business or Correspondence School	_____		Yes	
	_____		No	

## MILITARY STATUS

Describe \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT HISTORY**

List your last four employers, starting with your current or most recent employer first. Include all periods of unemployment of 30 days or more and explain.

Date Month and Year	Name, City/State, Phone Number of Employer Work Performed	Title	Starting Salary	Reason for Leaving
			Leaving Salary	
From				
To				
From				
To				
From				
To				
From				
To				

**REFERENCES** List below three persons not related to you, whom you have known at least one year, preferably in a business-related capacity.

Name	Phone Number	Position	Years Acquainted
1.			
2.			
3.			

**If you are to be hired by St. Luke’s Lutheran Church (St. Luke’s), you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.**

**AUTHORIZATION**

I certify that the facts contained in this application (and accompanying resume, if any) as well as the facts presented verbally in any interview, are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application or otherwise is sufficient cause for refusal to hire, or immediate dismissal for cause if I have been employed, no matter when discovered by St. Luke’s. I authorize St. Luke’s to thoroughly investigate all statements contained in my application, resume, or other communications and I authorize my former employers and references to disclose any and all information regarding my former employment, character and general reputation to St. Luke’s, without giving me prior notice of such disclosure. In addition, I release all parties and persons, including but not limited to St. Luke’s and any former employers (and any person or entity acting on their behalf) as well as all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

***Should my application be accepted, I agree to be bound by the bylaws and policies of the church, and to refrain from any conduct in violation of the church’s teachings. If I have any questions regarding what the bylaws, policies, or teachings of this church are, I agree to take full responsibility to request that information from my supervisor, another manager, or the Human Resources department.***

**I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or St. Luke’s. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon St. Luke’s unless made in writing.**

I understand that filling out this form does not indicate there is a position open and does not obligate St. Luke’s to hire. ***If hired, I agree to abide by all work rules, policies, codes of conduct, and procedures. St. Luke’s retains the right to revise its policies or procedures, in whole or in part, at any time.***

I understand that a criminal records check may be conducted on me, and I consent to any such check.

**I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS, AND AGREE TO THEM. THIS IS A LEGAL DOCUMENT AND I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE SIGNING IT.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_